



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE, FMF
UNIT 35601
FPO AP 96606-5601

ForO 1320.1A

1

15 OCT 1996

FORCE ORDER 1320.1A

From: Commanding General
To: Distribution List

Subj: III MARINE EXPEDITIONARY FORCE (III MEF) PERSONNEL
SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E
(b) MARCORBASES JAPAN 1754.13
(c) MCO P1700.24A
(d) MCO 1754.3

Encl: (1) Sponsorship Request Form
(2) Family Registration Form
(3) Youth Sponsor Request Form
(4) Sponsorship Assignment Letter
(5) Command "Welcome Aboard" Letter
(6) Sponsor "Welcome Aboard" Letter (unaccompanied)
(7) Sponsor "Welcome Aboard" Letter (accompanied)
(8) Sponsorship Questionnaire
(9) Sponsorship Checklist

1. Purpose. To promulgate guidance for the III MEF Personnel Sponsorship Program as required by reference (a).

2. Cancellation. ForO 1320.1.

3. Summary of Revision. Significant changes have been incorporated in this Order; therefore, a complete familiarization with its contents is recommended.

4. Overview

a. Reference (a) establishes the Marine Corps Personnel Sponsorship Program. Reference (b) establishes the management of the Personnel Sponsorship Program on Okinawa for all Navy and Marine Corps commands. Reference (c) establishes the standing operating procedures for Family Service Centers. References (a) through (d) contain information useful to commands and sponsors, and were used to compile the letters and information contained in enclosures (1) through (9).

b. The III MEF personnel Sponsorship Program ensures that all personnel transferring to III MEF, and their respective families,

receive essential advice and assistance before their arrival and initial orientation on Okinawa and Iwakuni.

c. The welfare and morale of Marine families are essential factors which influence career motivation. An effective sponsorship program will benefit both the individual and the Marine Corps by enhancing readiness at the unit level.

d. Individual commands provide assistance to Marines and Sailors and their families who are relocating under permanent change of station or temporary additional duty assignments through a program of individual sponsorship. This order implements a mandatory Personnel Sponsorship Program for those personnel identified in paragraph 5c below.

e. Families of Marines and sailors assigned to unaccompanied tours often relocate to areas geographically isolated from a Marine Corps installation. Therefore, Regional Marine Corps Family Service Centers (FSCs) at Marine Corps Base (MCB), Camp Pendleton, CA, and Marine Corps Combat Development Center (MCCDC), Quantico, VA, offer toll-free information/referral telephone lines and will provide timely advice, guidance, and assistance to these families. These telephone lines are available for CONUS-based military families who do not have local access to one of the established FSCs. Regional areas of responsibility are as follows:

(a) Area east of the Mississippi River (minus the state of Wisconsin) is served by MCCDC, Quantico, VA, telephone: (800) 336-4663 (Virginia residents call collect to (703) 640-2650).

(b) Area west of the Mississippi River (plus the state of Wisconsin) is served by MCB, Camp Pendleton, CA, telephone: (800) 253-1624 (California residents call collect to (619) 725-5361).

5. Policy Information

a. The intent of this order is to reduce the difficulties experienced with permanent change of station (PCS) orders.

b. The sponsorship program establishes procedures whereby a sponsor is assigned to assist a transferring servicemember and family members prior to arrival at the new duty station.

c. All overseas accompanied personnel and Staff Sergeants and above (unaccompanied) will be assigned a sponsor. All other personnel will be assigned a sponsor upon request.

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d. Personnel assigned to an overseas unaccompanied tour will be given the opportunity to register their family members with the appropriate regional FSC.

e. Major Subordinate Commands are encouraged to establish a youth sponsorship program for school age children of military families. The voluntary programs already established at many commands significantly demonstrate the beneficial effects this program achieves.

6. Action

a. Major Subordinate Commands

(1) Establish a command personnel sponsorship program. Enclosures (1) through (9) are provided to assist in this effort. The program will:

(a) Stress the importance of sponsorship.

(b) Monitor the activities of sponsors and provide assistance, as required.

(c) Ensure command review of all completed personnel sponsorship program survey forms which are required to be maintained on file as part of the command inspection program.

(2) Utilize the Relocation Assistance Program within the FSC, located within appropriate camps, to the fullest extent. References (b) and (c) outline the various relocation services available through the FSC.

(3) Review the effectiveness of the personnel sponsorship program during command inspections.

(4) Provide resources as required. The sponsorship program is an official government program and reimbursement should be made to sponsors for official expenses such as mileage.

(5) Whenever possible, sponsors shall have the same grade, gender, marital status, and family profile as the sponsored Marine or Sailor.

(6) Commanders shall ensure sponsors have 60 days or more remaining before RTD, and should have been on island at least 90 days prior to the arrival of the inbound Marine or Sailor.

(7) Commanders shall ensure sponsors have attended the sponsorship training classes provided by serving FSCs.

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(8) Commanders shall ensure sponsors are provided every opportunity to assist their inbound Marine or Sailor and their families once they have newly arrived and assumed primary sponsorship duties until completed.

b. Assistant Chief of Staff, G-1, III MEF

(1) The III MEF Manpower Officer is assigned as the III MEF Sponsorship Program Officer and will operate the program within the III MEF Command Element.

(2) The III MEF Sponsorship Officer will ensure the guidelines outlined above for Major Subordinate Commands are followed within the III MEF Command Element and assume those duties assigned when III MEF Command Element (CE) is a gaining command.

c. Commanding Officer, Headquarters and Service Company, Headquarters and Service Battalion, III MEF

(1) Ensure a Sponsorship Request Form (enclosure [1]) or a Family Registration Form (enclosure [2]) and information on the benefits of participating in the program are provided at the time the member is notified about impending PCS Orders from III MEF CE. Servicemembers with school age children will also be provided with a Youth Sponsor Request Form (enclosure [3]).

(2) Ensure appropriate action pertaining to commands located below is adhered to when the III MEF Command Element assumes a transferring or gaining command role.

d. Transferring Commands

(1) Brief each transferring servicemember on the importance of making his/her sponsorship needs known and that the individual servicemember, married or single, has primary responsibility for the welfare of themselves and their families.

(2) Provide the servicemember with the administrative support required to ensure the Sponsorship Request is provided to the gaining command in an expeditious and timely manner.

(3) Establish follow-up procedures to ensure servicemembers have been assigned a sponsor by the gaining command, when appropriate, no later than 60 days before transfer.

(4) Establish command check-out procedures requiring transferring servicemembers to report to the installation FSC sufficiently in advance to attend a mandatory FSC relocation workshop.

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e. Gaining Commands

(1) Assign by letter (enclosure [4]) a sponsor to servicemembers in receipt of PCS orders. Every attempt should be made to match sponsor grade and marital status to sponsoree.

(2) Provide a command "Welcome Aboard" letter and request a Welcome Aboard Package from the FSC detailing information about the base and local community. Enclosure (5) is provided as a sample command letter. Enclosures (6) and (7) are sample sponsor letters.

(3) Assist with all youth sponsorship requests with the installation FSC Coordinator.

(4) Establish command check-in procedures which ensure all incoming personnel check-in with the installation FSC and attend a mandatory Welcome Aboard/Newcomer's Orientation brief.

(5) Utilize the Sponsorship Questionnaire (enclosure (8)) as a tool to measure the effectiveness of the sponsorship program. These questionnaires are to be filled out by the incoming servicemember and retained for a period of two years and will be inspected as part of the command inspection program.

(6) Provide enclosure (9) to assigned sponsors.

(7) Ensure that an appropriate amount of time is given to the sponsor of an incoming servicemember to assist in familiarization with the new duty station and surrounding civilian area.

f. Family Service Center Directors (reference (b) applies)

(1) Assist commands as requested and directed by reference (b).

(2) Serve as overall Coordinator of youth sponsorship requests and program attributes.

(3) Conduct Welcome Aboard/Newcomers Orientation briefs and relocation workshops.

(4) Conduct sponsorship training classes for all newly assigned and potential sponsors.

(5) Maintain a library of information on Okinawa/Iwakuni bases and local areas.

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(6) Coordinate the mailing out of Welcome Aboard packages to inbound Marines and Sailors.

J. L. Brennan
J. L. BRENNAN
Chief of Staff

DISTRIBUTION: LIST I/II

Copy to: MCB CamBut (FSC)

SPONSORSHIP REQUEST FORM

Public Law 93-579 (The Privacy Act 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

COMPLETE ALL BLOCKS AND RETURN THIS FORM TO YOUR NEW UNIT ADDRESS:

1. _____
(GRADE) (NAME) (SSN) (MOS)
2. Current unit address: _____
3. Unit phone (Commercial/DSN/E-mail Address): _____
4. Current mailing address: _____
5. Estimated detachment date: _____ Arrival date: _____
6. Leave address: _____
7. MCC/RUC of new assignment: _____
8. Marital status: _____
9. Sex and age of accompanied child(ren): _____
10. Anticipated mode of travel: _____
11. Are you an Exceptional Family Member Sponsor (EFMP): _____
12. I do (do not) desire government quarters (unless mandated by base policy). My family size will require (circle one) 2, 3, or 4 bedrooms. I have/have not forwarded an Application for an Assignment to Military Family Housing, DD form 1746 to the Housing Office.
13. I have _____ dog(s) and _____ cat(s).
14. Specific information/assistance requested: _____

(Signature)

ENCLOSURE (1)

FAMILY REGISTRATION FORM

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

1. _____
(GRADE) (NAME) (SSN) (MOS) (inbound to MCC)
2. Current mailing address: _____
3. Estimated detachment date and leave address: _____

4. Estimated date of arrival at new duty station: _____
5. Names of your family members and relationship: _____

6. Address where family will reside and telephone number: _____

7. If you do not know the new address, leave this form with your family to fill out and mail to the appropriate regional Family Service Center when settled.
8. If residing east of the Mississippi River, except in the state of Wisconsin, mail the form to: Commanding General (Attn: Family Service Center), MCCDC, Quantico, VA 22134-5001. The telephone number is: 800-336-4663 (VA residents call collect to 703-640-2650.)
9. If residing west of the Mississippi River, including the state of Wisconsin, mail the form to: Commanding General (Attn: Family Service Center), Marine Corps Base, Camp Pendleton, CA 92055-5001. The telephone number is: 800-253-1624 (California residents call collect to 619-725-5361.)

ENCLOSURE (2)

YOUTH SPONSOR REQUEST FORM
"KIDS IN TOUCH WITH KIDS"

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U.S.C. 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you.

I am moving to _____ on _____ from _____
_____ and I am interested in having a sponsor. My name is
_____ and I am leaving where I live _____
_____ on the following date
_____. I am a boy/girl, _____ years old and in the _____ grade.
I would like a boy/girl sponsor. My hobbies/interests are
_____. Some questions I have are _____

Thank you,

(signature)

FOR YOUR PARENTS:

I hereby give my consent to release my child's name and address for the purpose of participating in the Youth Sponsorship Program. I understand this is not an official government record and that this information will not be used for any other purpose.

PARENT'S SIGNATURE: _____

MAIL TO: Relocation Assistance Program, Family Service Center

(new duty station)

ENCLOSURE (3)

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SPONSORSHIP ASSIGNMENT LETTER

From: (Organization/Unit Commander or S/G-1)
To: (Sponsor Nominee)

Subj: SPONSORSHIP ASSIGNMENT

Ref: (a) MCO 1320.11E
(b) ForO 1320.1A

Encl: (1) Sponsorship Checklist

1. You have been assigned as sponsor for the following Marine (or Sailor).

Grade, Initial, Last name, USMC/USN
Address
City, State, Zip

2. A move to Okinawa is a challenging experience, one made easier with the assistance of a concerned, active sponsor. At a minimum you shall provide the following assistance:

a. Within one week of assignment as sponsor, establish contact by personal letter or phone call with the above named Marine or Sailor, offering any needed assistance he or she needs. Take the initiative to raise topics and provide advice.

b. Provide advice to make the transfer easier. Information concerning DoD schools, day care facilities, housing options, and procedures and costs in obtaining an automobile would ease much of the concern of the transferring Marine or Sailor and family. The serving administrative officer has sent a package to the inbound Marine or Sailor. The package contains an information letter, a "Welcome to Okinawa" booklet, a driving rules booklet, guidance on buying a car, and information on a variety of other subjects including housing, pets, postal, TLA, medical, and other practical matters.

c. Arrange and confirm temporary quarters before arrival of your Marine/Sailor and assist in obtaining permanent quarters either on or off base.

d. Establish a post office box address for the inbound Marine/Sailor prior to his/her arrival. This will allow the Marine/Sailor and his/her family to forward mail to their new assignment location. The sponsor will need a copy of the Marine or Sailor's area clearance and orders to establish a post office box.

ENCLOSURE (4)

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(1) Unaccompanied officer and staff NCO billeting may be arranged by calling Courtney billeting at 622-9602.

(2) Temporary on-base TLA lodging is available at either Kuwae Lodge or Courtney Lodge if space is available. If both lodges are full, one of the lodges will issue a non-availability slip that authorizes the Marine family to reside at one of the off-base, TLA approved, civilian apartments. A listing of temporary off-base lodging that qualifies for TLA payments is available from the FSCs located at each camp.

(3) Permanent on-base housing for command sponsored families is available through the serving Family Housing office. Ensure that you make an appointment for your inbound Marine/Sailor for a date within three days after his/her scheduled arrival. Ensure the arriving service member takes extra copies of the area clearance and dependents entry approval message to the appointment.

(4) A computerized listing of off-base rental housing and apartments is available through the serving Family Housing Office.

e. Meet incoming personnel and families at the point of entry (Kadena or Naha) with appropriate transportation and escort them to their temporary lodging. Provide the telephone number of the III MEF Command Center DSN 622-7571, and your home and work phones so your inbound Marine/Sailor can pass his/her travel information and any last-minute changes. Emphasize the importance to your inbound service member of passing the word on when and where he/she will arrive, and whether family members will arrive at the same time.

3. Your responsibility continues after the Marine or Sailor has arrived. A tour of the bases and local shopping centers, and assistance in obtaining a new car, can make settling-in easier and more enjoyable. Ensure the Marine/Sailor is aware of the location of the Naval Hospital, Housing Office, Exchange, and Commissary facilities, Child Care facilities, Family Service Center, and other support facilities and services.

4. Direct any questions or problems to the III MEF, Assistant Chief of Staff, G-1, at 622-7308/7741 (or appropriate unit and phone number.)

SIGNATURE

ENCLOSURE (4)

COMMAND "WELCOME ABOARD" LETTER

(Date)

(Name of sponsored service member/family)
(Street address)
(City, State, ZIP code)

Dear Grade and Name :

Congratulations on your orders to the III Marine Expeditionary Force (III MEF). Although you may be familiar with Okinawa from a previous tour, you will find significant improvements here, particularly in the areas of living and working conditions, Family Services, Special Services, and the local environment.

I know that coming to Okinawa is a large step, I hope this letter will help allay any apprehension you might have. The foremost concerns for most families are housing and schools. Considerable accompanied housing is under construction. However, there will probably not be sufficient housing available when you arrive to allow you to move directly into quarters. Your sponsor will reserve temporary lodging for you, either on or off base. You will have an appointment with the serving Family Housing Office or billeting office within three days of your arrival on Okinawa.

There is a fine school system here for all grades and there is a dependable bus system. School convenes in the latter part of August. For more information on the school system and registration, you can call DSN 634-1223 or write to: DODS - 10/0 (CSA), Building 6800, APO, San Francisco, CA 96239-0005.

There are complete medical facilities on Okinawa for dependents, including routine dental care, but not including root canals and orthodontia. For specific information regarding special care, you can call the U.S. Naval Hospital, Camp Lester, Okinawa, at 643-7509, or write to: Public Affairs Office, U.S. Naval Hospital, Okinawa, Japan FPO, Seattle 98778. Please ensure that you bring your complete medical records for you and your family to Okinawa.

There are limitations on shipping household goods to Okinawa, which are normally stated in your area clearance. There is ample supply of government furniture you can select from to furnish your quarters. Your local TMO should be able to answer all your questions concerning your household goods shipment, but you should feel free to contact the TMO at Camp Butler at DSN 645-9248. Pets may be shipped to Okinawa, but it can be expensive. Kennels are available but do not meet stateside standards.

ENCLOSURE (5)

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In order to ease the turmoil associated with your transfer, you have been assigned the following sponsor to assist you in your move:

Grade, Initials, Last Name
Command Address
Phone

Your sponsor will meet you on arrival, and will provide transportation to your billeting. Please notify your sponsor of your planned arrival date, time, location, airline, and flight number. You may also leave this information with the III MEF Command Center at 622-7571. BE SURE TO NOTIFY YOUR SPONSOR OR THE COMMAND CENTER OF YOUR TRAVEL PLANS, AND AGAIN IF THEY CHANGE.

You may want to buy a car when you arrive. The cost can vary from \$600.00 to over \$2,500.00. A reliable car with air conditioning can usually be found for around \$2,000.00. A written exam is required for a driver's license here and you are required to bring your current stateside license with you.

You will be required to ship all your uniforms and your equipment/sword to Okinawa. You can expect to wear utilities as the working uniform during your tour.

Okinawa's general appearance has improved greatly and many new facilities have been opened here during the past five years. There is a positive attitude on the island and you will find everyone helpful. A Welcome Aboard Package containing literature about Okinawa has been forwarded to assist you with your transition to our island community. If you have any questions or need any assistance, please do not hesitate to contact me at 622-7308/7741. Your tour with III MEF will be filled with professional and personal opportunities for you. We look forward to your arrival.

SIGNATURE

ENCLOSURE (5)

SPONSOR "WELCOME ABOARD" LETTER (unaccompanied)

(Date)

(Sponsored Marine's/Sailor's name)
(Street address)
(City, State, ZIP code)

Dear (Sponsored Marine's/Sailor's name):

Welcome to (enter unit or activity). I have been assigned as your sponsor. (The remainder of this paragraph should contain a brief summary of the unit's mission, and activities.)

I have been informed that a letter from the (unit commander, G/S-1) has been mailed with your "Welcome Aboard" packet. If you have not received it within 21 days after receipt of this letter, contact me at (enter address and phone number) and I will send another. If you have any questions which have not been answered by the welcome packet, let me know and I will send you the necessary information.

(Enter appropriate personal information as deemed necessary. At a minimum this should include information concerning items of interest.)

**If the base offers a Youth Sponsorship Program, include the following in your letter:

If you have children between the ages of 5 - 18, the Youth Sponsorship Program provides a volunteer youth sponsor. Please the attached request form and mail to: Family Service Center (Serving FSC address).

I encourage you and (if married) your family to visit the nearest Family Service Center to receive information and assistance with your PCS move. The Relocation Assistance Program is designed to provide assistance to all service members and their families who are relocating from one duty station to another. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information Topic Exchange Service (SITES), this system produces an extremely useful smooth-move-to-(location) booklet that is yours to keep.

If I can be of any further assistance, please do not hesitate to write or call or E-mail me at _____.

Sincerely,

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SPONSOR WELCOME ABOARD LETTER (accompanied)

Date:

Dear _____,

I would like to welcome you and your family to (command/unit). Whether you've been stationed here before or not, I think you will be pleasantly surprised and will enjoy your tour of duty here. As your sponsor, I will make your transition as smooth as possible.

A "Welcome Aboard Package" (provide status of package.) The package contains a self-addressed "Port Call Information Card." Please complete the card as soon as you know your flight number and date of arrival. If you have not received the package by (allow two weeks for delivery) please let me know.

I encourage you (and your family) to visit the nearest Family Service Center to receive information and other assistance with your PCS move. The Relocation Assistance Program (RAP) is designed to provide assistance to all service members and their families who are relocating from one duty station to another. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information Topic Exchange Service (SITES), this system produces an extremely useful smooth-move-to-Okinawa booklet that is yours to keep. The range of other assistance the RAP offers is quite substantial:

- * Pre-departure planning.
- * Determining needs and priorities.
- * Destination information (sample Welcome Aboard packages).
- * Sponsorship assistance.
- * Base and community information worldwide.
- * Automated Road Atlas.
- * Resource library, to include videos of Marine Corps installations.
- * Relocation workshops (Smooth Move).

Your official mailing address will be: (complete organizational address). Your duty phone number will be: DSN

I have been informed that you are coming on an accompanied tour and will arrive during (month).

You will need an area clearance and either regular or no-fee passport for each of your family members, as well as medical screening for you and your family members. Should any of your

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family members have any exceptional needs, e.g., special education, medical problems, physical disabilities, etc., you should also make those known so that I can direct you to the appropriate resource agency. Additionally, please ensure that if you and/or your family members have any requirements for prescription medical drugs/refills that they have been entered into your health records.

Personal records which you should have in your immediate possession while enroute (unless procedures from detaching base prescribe otherwise) include: Officer Qualification Record (OQR)/Service Record Book (SRB); dental and health records; original orders with all endorsements and modifications; area clearance; shot records; and passport. You will also need as applicable, original birth certificates, marriage certificate, and school records. Your area clearance will provide modified weight allowances for shipment of household goods and a statement of available government-provided furnishings.

Please call or drop me a quick note with information on your family (ages and sex of children) and whether you are bringing a pet. This will assist me in ensuring transportation has been arranged from the airport to temporary billeting. When you have your port call information (date, time of arrival, and flight number) inform me immediately so that I can reserve temporary lodging.

I will also need your current mailing address and phone number (to include your temporary leave address and phone number) along with two copies of your orders and area clearance. (Let the Marine/Sailor know whether the Family Service Center has a lending locker and/or hospitality kit.)

Feel free to call me at DSN XXX-XXXX or commercial 011-XX-XXXXX-XXXXX. If you have access to E-mail, my E-mail address is: _____ . My mailing address is: _____

Private phone service is available on base, but you will need a personal calling card as long distance calls cannot be charged to your home phone. However, you can place collect calls.

Based on policy, housing assignment is determined by where you work, subject to availability and family size. There are single units, multiplex, and high-rise apartments. The high-rises are pet-restricted and you should be aware that having a pet is not a basis for declining housing. If you are planning to bring a pet, you should come prepared to live off-base on the local economy.

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Suitable off-base housing is small and expensive. Off-base utilities and phone service are also expensive. If you reside off-base, you will receive overseas housing allowance (OHA) to offset a good portion of your costs.

You must bring your full uniform allowance. The uniform of the day is utilities for check-in and most workdays.

Finally, you should be prepared for incidental expenses while enroute and upon arrival. You should have sufficient funds to cover food and shelter in the event you are delayed enroute. You should also have sufficient funds to cover lodging, commissary, and meals upon arrival, as TLA (for lodging only) is paid at the end of each ten day increment.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the Relocation Assistance Program at your base Family Service Center to discuss with trained personnel the many problems you may encounter. Do not hesitate to call or write if you have any questions. I look forward to meeting you (and your family) in person, and working with you as a member of our team.

Sincerely,

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SPONSORSHIP QUESTIONNAIRE

The purpose of this questionnaire is to ensure the III MEF Sponsorship Program is helping our Marines (and their families). Your input will help our command improve this program in areas that are deficient. Please return this form to your command's G/S-1 no later than five working days after your arrival.

1. Did your sponsor contact you? YES NO
2. If contacted, was the contact by mail or phone?
PHONE MAIL BOTH
3. Was your sponsor helpful? YES NO
4. If the sponsor was not helpful, what areas could be improved?
5. Did your sponsor assist you in your initial check-in?
YES NO
6. Did your sponsor orient you to the entire base?
YES NO
7. Was the serving Family Service Center utilized during your move? Please explain how.
8. Please make recommendations for improvements of this program or any comments you may desire below. (Please use reverse for additional comments.)

ENCLOSURE (8)

SPONSORSHIP CHECKLIST

PRE-ARRIVAL

Initial Communication:

- Call or write the newcomer at his/her command immediately.
- Include your home and work number (DSN as well as commercial and fax if available, and E-mail address)
- If there are family members, ask your spouse and children to write.
- Determine the number and ages of any children.
- Determine if pets are involved in this relocation.
- Welcome Aboard Packet:**
 - Obtain and mail a Welcome Aboard Packet.
 - Visit the housing office for information on housing availability.
 - Include information on the Key Volunteer Network (KVN) (what it is) and the coordinator's name and number.
 - Include information on real estate and local employment opportunities (to assist family members).
- Other**
 - Assist in arranging for temporary lodging.
 - Designate a meeting place and time upon pick-up.
 - Meet the newcomer at the airport.

- Call to confirm orders and verify travel plans.
- Obtain a P.O. Box

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- Meet the newcomer and/or family at the appointed arrival location.
- Escort the newcomer through the process of checking in.
- Escort newcomer to the Housing Referral Office (HRO). This is a must!
- Provide a tour of the base, pointing out the areas of interest.
- Help the newcomer check on household goods and auto shipments if applicable.
- Escort him/her to the BEQ, TEQ, or BOQ for room assignment, if unaccompanied.
- Other (nice but not required)**
 - Assist in getting children registered for school.
 - Offer to take the newcomer to the laundry or offer the use of your washer and dryer.
 - Arrange for pets to stay in kennel, if needed.
 - Assist with vehicle registration and driver's license.
 - Avoid opinions. Let the newcomer form his/her own.

- Answer questions honestly about the command, but don't accentuate the negative.
- Invite the newcomer to dinner.
- Offer a ride to the commissary.
- Keep a positive attitude.

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POST-ARRIVAL

- Continue to assist newcomers any way you can.
- Empower them to take charge of settling in.
- Stay in contact.
- Get spouse involved with a Key Volunteer